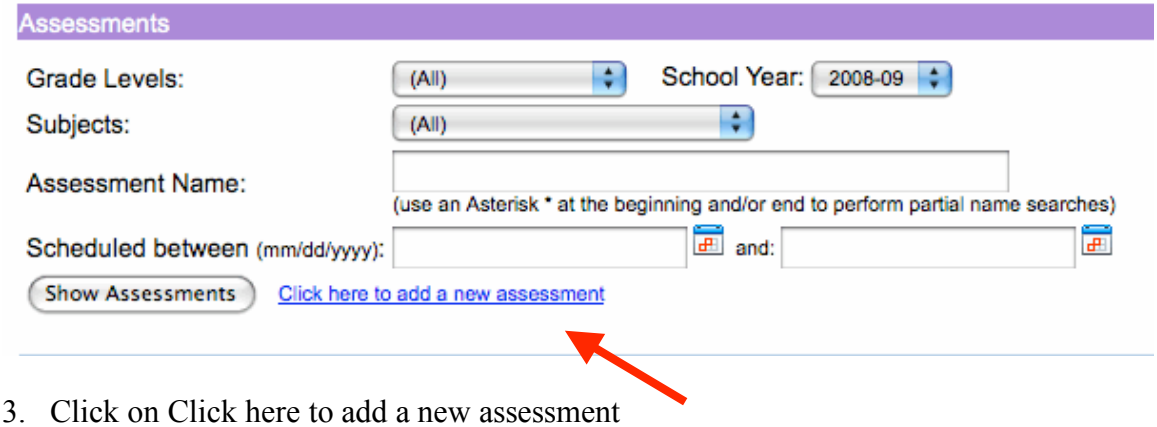
Uploading a .CSV File to Assessment Builder

1. Login into Performance Tracker

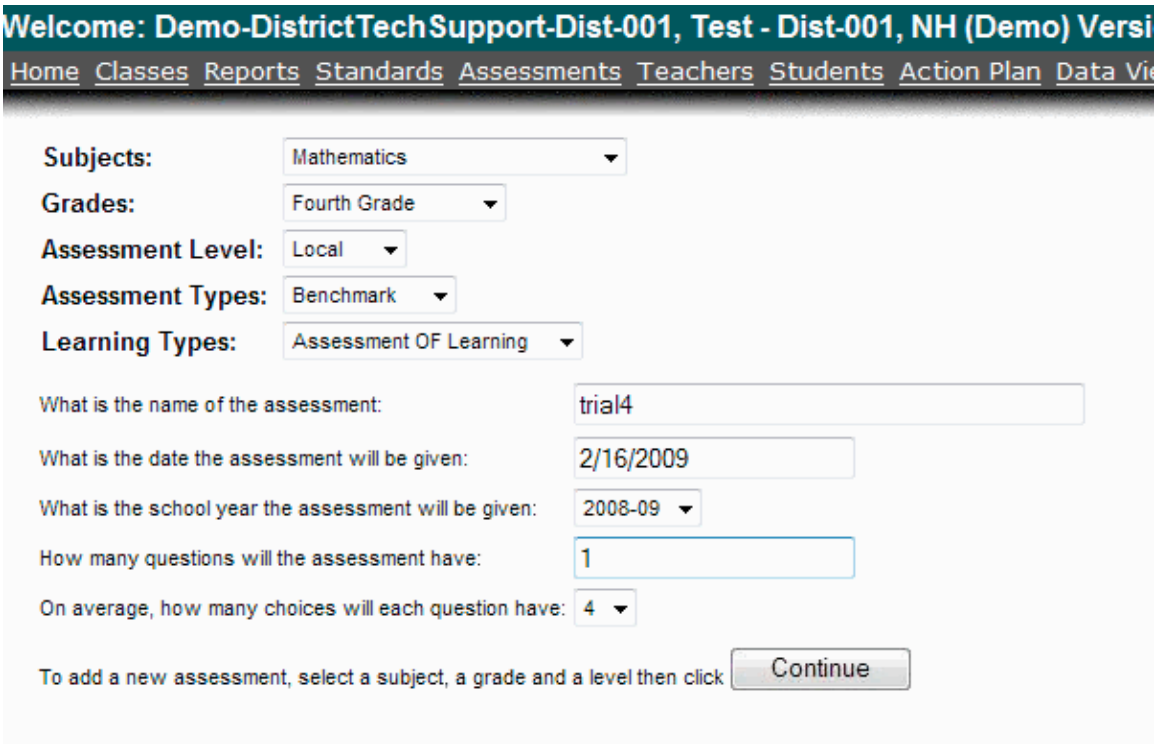
2. Click on the Assessments icon and you will see:



3. Click on Click here to add a new assessment

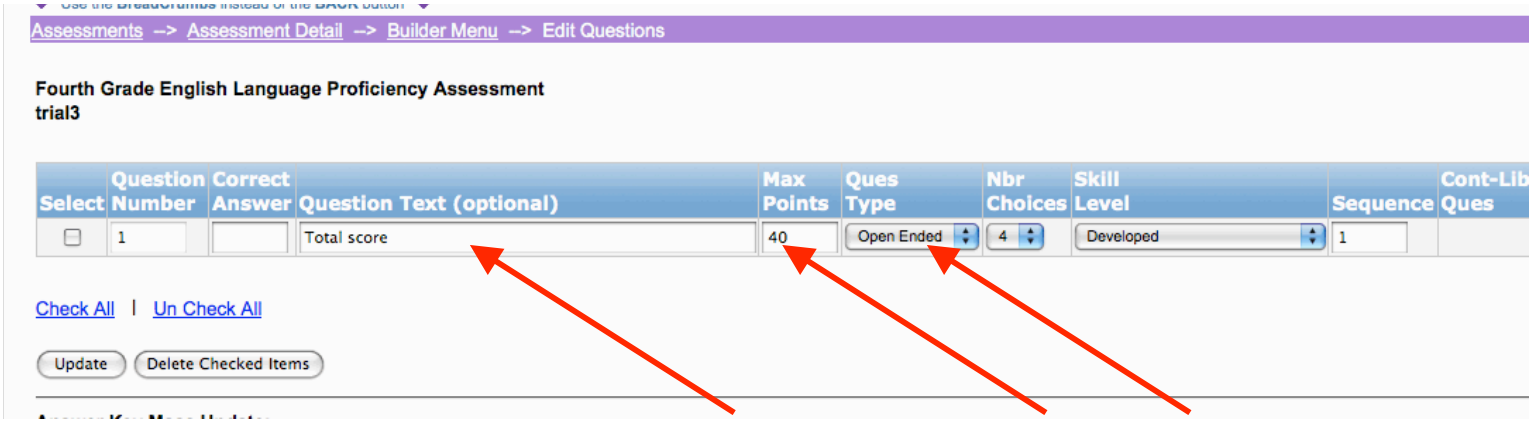
4. Click on Click Here:
Assessment Builder (Question Definitions) If you want to create an assessment framework where you define the assessment questions and have the ability to scan the student results **Click Here**

5. **Fill in this page.**



6. When done, click on Continue.

7. You will then see:

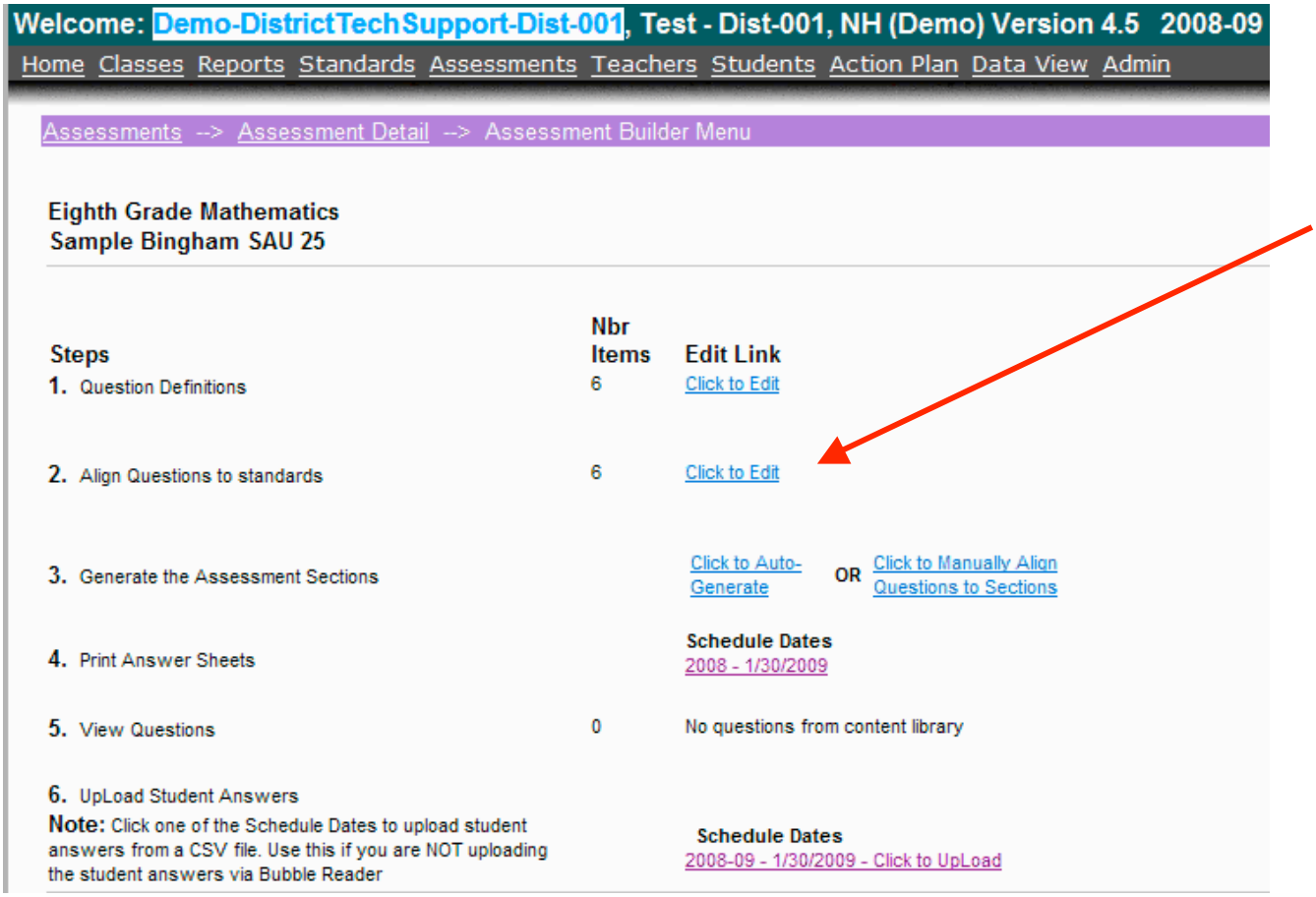


You probably want to put Total Score for the question, put in the maximum number of points and set the question to Open Ended.

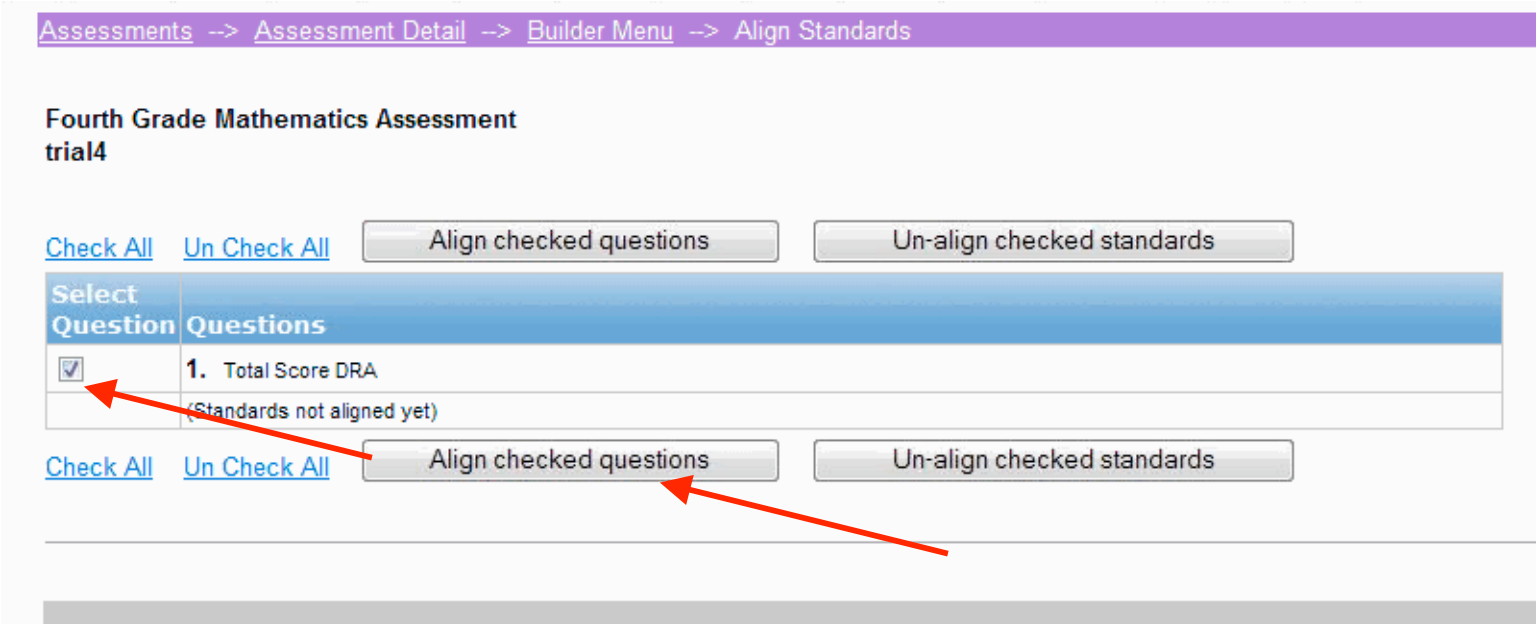
8. Click Update

9. Now click on Builder Menu at the top.

10. Click on Click to Edit next to Align Questions to standards.

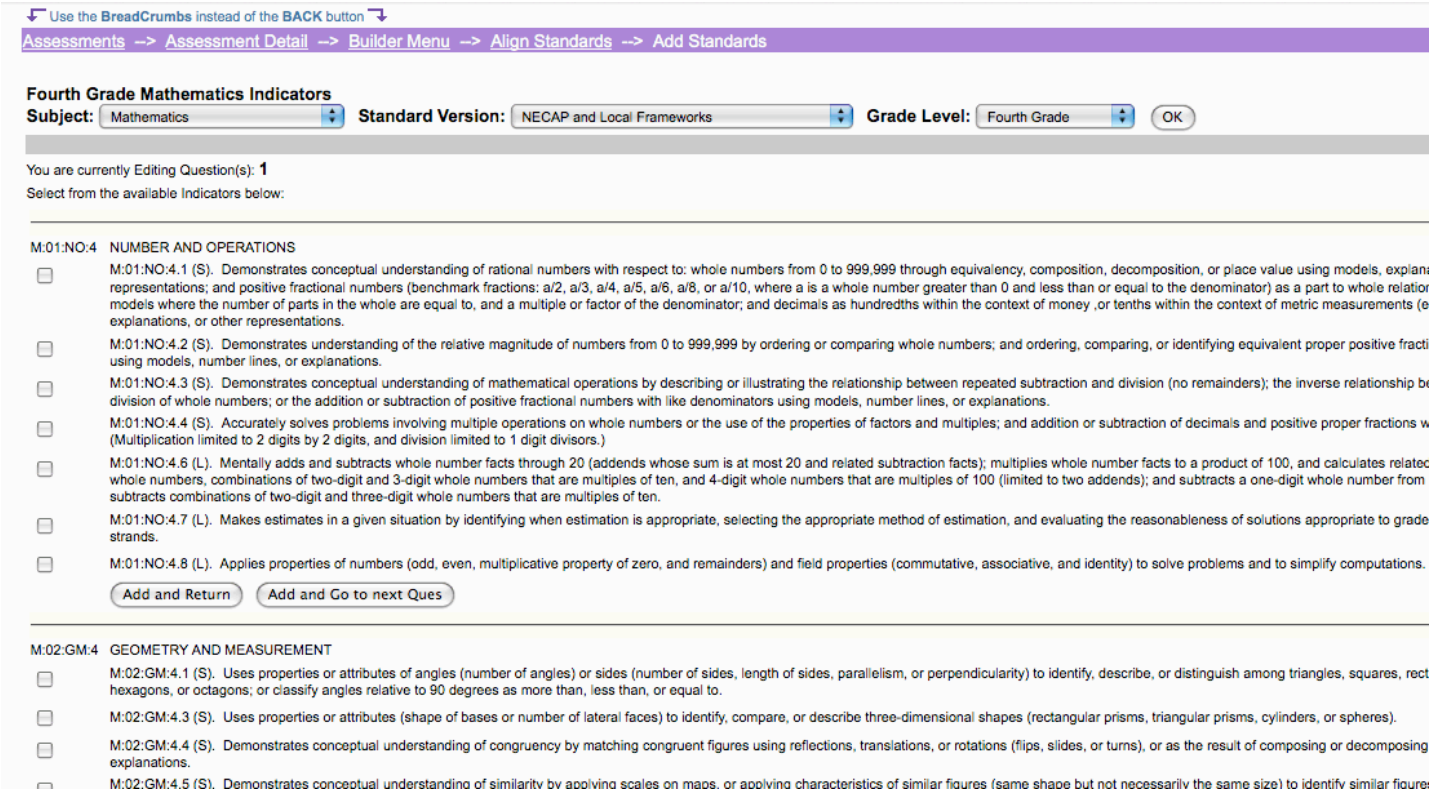


11. Then you will see:



12. Put a check next to your Question and click on Align checked questions.

13. You will then see:



14. Put in the Subject, Standard Version and Grade.

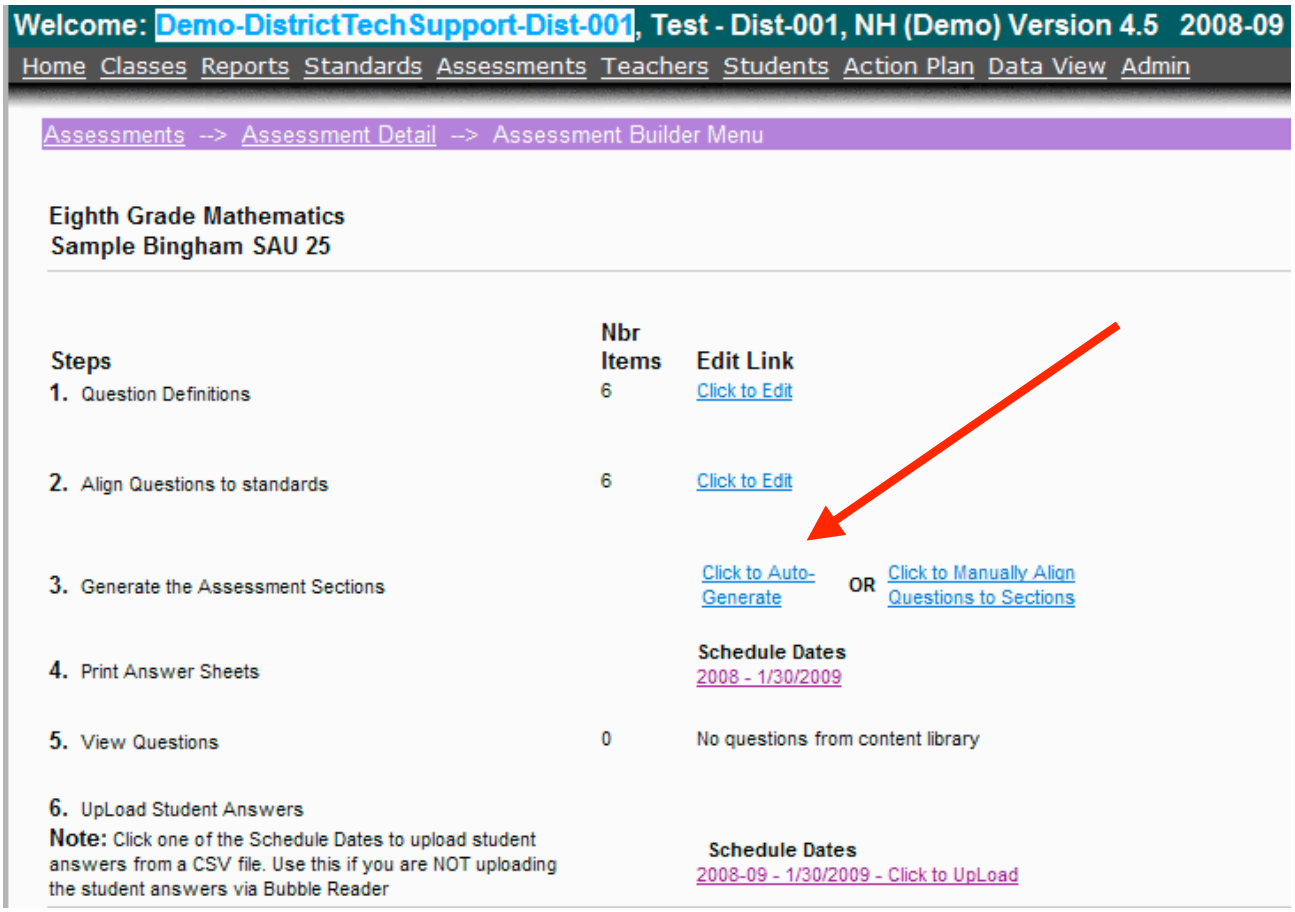
15. Select which Standards you wish to use. If you select from different Standards, it will create multiple sections in your assessment you are creating.

16. When you are done, click on Add and Return.

17. Now click on Builder Menu at the top.

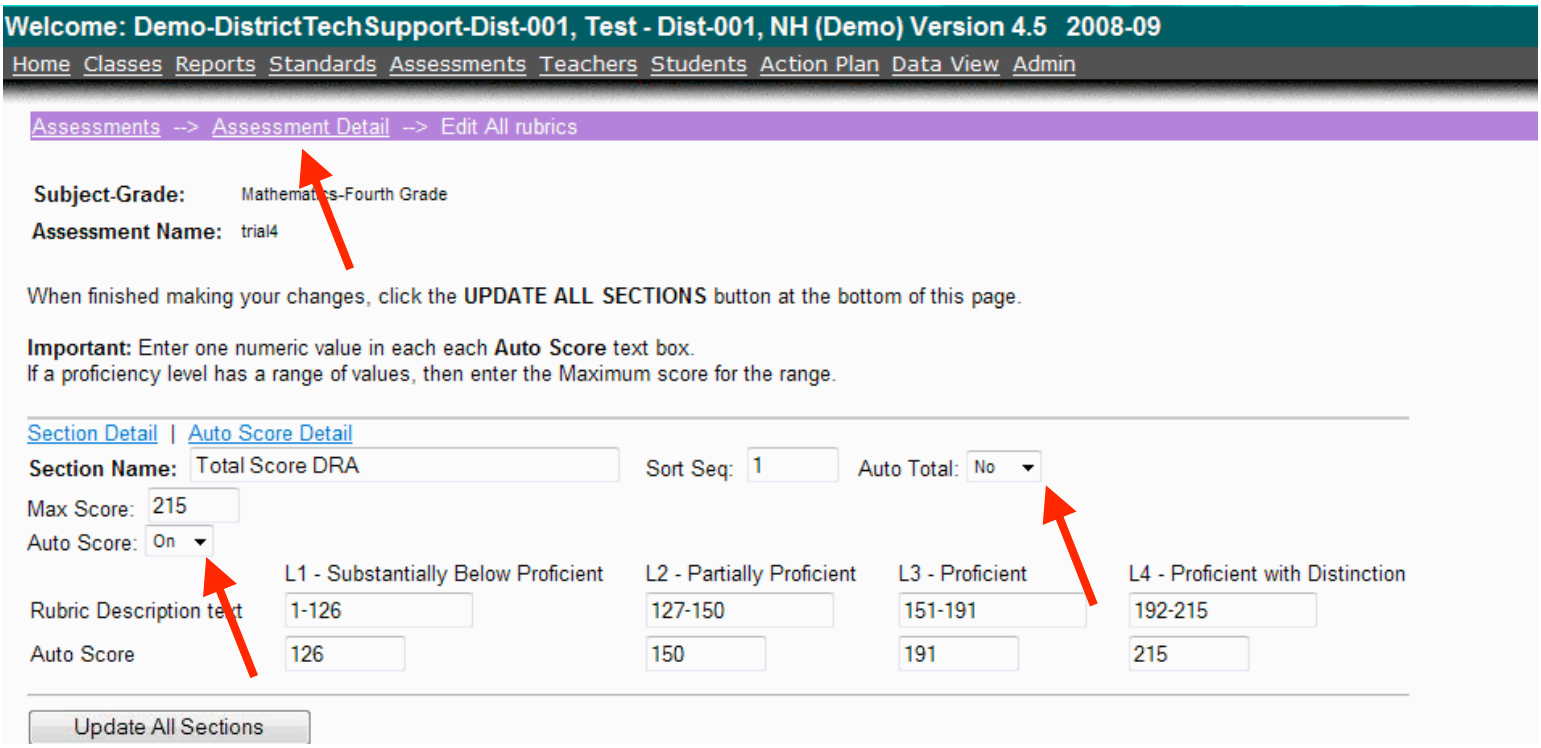
18. Click on **Click to Auto-Generate** next to 3.Generate the Assessment Sections.

19. Select any extra sections you have and then click on **Delete the checked Sections.** You should have 1.



20. Now click on All rubrics at the top.

21. You will see something like this:



22. Make sure Auto Total is NO and Auto Score is ON.

23. You can now put in the cut scores for the different proficiency levels.

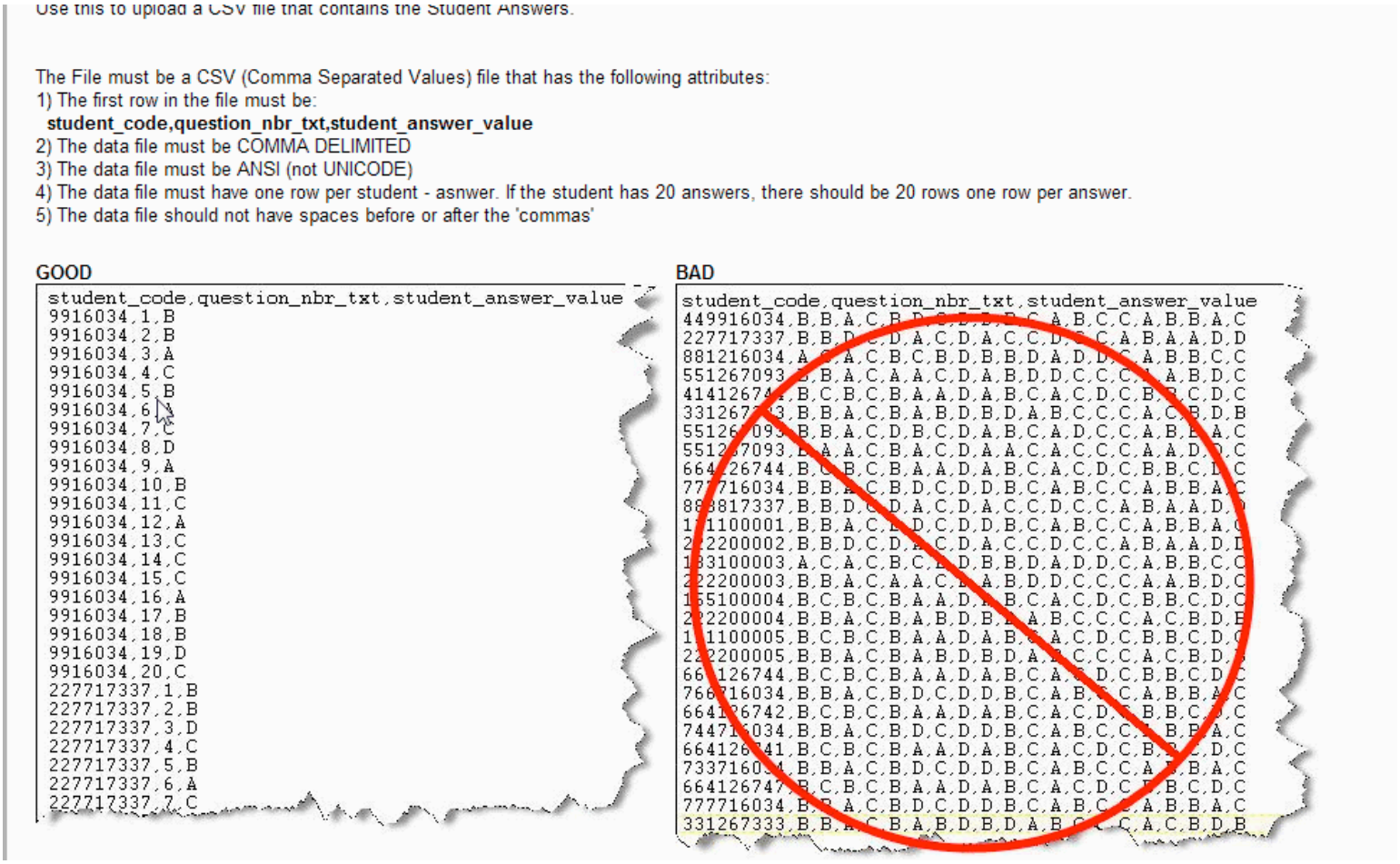
24. Click on Update All Sections.

25. Click on Assessment Detail at the top.

26. Then click on Questions (in blue)

27. Now click your assessment next to nunber 6 **UpLoad Student Answers.**

28. You will see this:



29. The first row in the file must be exactly as shown:
student_code,question_nbr_txt,student_answer_value

30. The rest of the file will have the SASID,Question number,score as the example shows below. If this is in an Excel spreadsheet using 3 columns, you can save it as .csv file and then it will create it with the commas. Just remember to have the first row in exactly as shown in #29.

31. You will then click on **Browse**, find your file and then click on **Import Data**.